

26 November 1975

MEMORANDUM FOR: DDA Equal Employment Opportunity Representatives
SUBJECT : Conversion of EEO Representatives

STAT 1. In a continuing effort to improve the equal employment opportunity machinery of CIA the organizational positions and status of EEO personnel in the Directorates and components of the Agency have been reviewed. One problem that came immediately to the fore is the position of EEO Representative. One such "Representative" has been designated in each of the major Agency components. In law, CSC regulations, and Agency regulation [] there is no provision for EEO Representatives. This could result in confusion with regard to their specific authority and responsibilities. On the other hand, the position and function of EEO Officers within the Federal Government are more clearly established. For this reason, effective immediately, the "EEO Representatives" of Directorate components are redesignated EEO Officers.


2. Component EEO Officers provide support to the component manager and provide service within their components to parallel the support provided to the DCI by Director and Office of EEO. Specifically, the duties of EEO Officers of CIA components include the following:

- Advise and support the component manager in all matters relating to equal employment policy, planning and implementation.
- Monitor the EEO and Affirmative Action activities of the component for the component manager, keeping him advised of progress and of problems.
- Bear responsibility for the continual assessment of EEO and Affirmative Action problems to be able to contribute fully to the design and conduct of component, directorate and Agency Affirmative Action Plans.

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- Serve in the component as the representative of the DCI, the Deputy Director and of the Director EEO on all matters relating to Equal Employment Opportunity and Affirmative Action and prepare reports as required for the Directorate EEO officer and the Director EEO.
- Keep all personnel of the component fully informed on EEO-related matters.

3. The above listed responsibilities of component EEO officers may be expanded to meet the needs of the component manager. The Director and Office of EEO will provide guidance, and aid in the selection and training of CIA EEO officers. Contact me should questions arise or assistance be required in developing the role of the EEO officer.


Omega J. C. Ware, Jr.
Director
Equal Employment Opportunity

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